



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION ENGINEERING ASSISTANT I

Job Number: 20001426

Job Code: 70760V000101

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 09/16/1984

Job Revised: 07/16/2010

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

With the specific written approval of the State Highway Engineer, positions in this class are authorized to perform beginning level technical tasks in support of agency engineering programs while training in the responsibility of a coordinator; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs basic surveying activities for roadway location surveying and construction surveying. Learns to operate moderate level surveying equipment. Assists with establishing centerlines, taking cross-sections and elevations. Performs basic quality assurance materials sampling and testing, such as concrete slump and temperature; and asphalt content and density. Learns to operate equipment and perform higher level tests on materials and/or soil such as tests to determine penetration, flash point, specific gravity, ductility and/or solubility. Completes material testing report forms. Serves as quality assurance inspector for single activities of construction work such as laying pipe, bridge painting, concrete coring, earthwork, laying asphalt and guardrail installation for compliance with plans and specifications. Completes daily inspection reports. Learns to review Contractor Quality Control Plans. Plots simple roadway alignments and profiles. Learns formats and entry techniques to enter engineering data from the field into computer for use in analysis. Reads engineering plans and specifications for construction, maintenance and repair of roadways and bridges. Performs basic calculations of quantities of materials and cost estimates and checks others' calculation of quantities. Assists with conducting traffic counts, including the proper classification of vehicles, the designation of vehicle movement at intersections and the use of radar equipment for speed studies. Assists with conducting HPMS adequacy and railroad crossing rating. Assists with conducting HPMS adequacy and railroad crossing rating. Controls (flags) traffic for survey crew or material testing crew in accordance with agency standards. Learns to plot and check topography and alignment electronically for engineering plans. Assist in reducing and checking field notes. Assists in the inspection and record keeping relating to utility relocation or construction. Uses computer in all applications when available. Learns to coordinate the work of positions authorized to perform routine engineering tasks.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbent must be able to lift, climb, crawl, carry, stand for long periods, stoop and walk long distances.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the field. Travel may be required. Incumbent will be exposed to risks inherent to working with large equipment and machines involved with road construction.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.